

*City Council's*  
*Adopted Budget*

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*General Information - Glossary*  
*Section*

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## OFFICIALS OF THE CITY OF HARTFORD

### ELECTED

#### Mayor

Eddie A. Perez

#### Court of Common Council

Hernan LaFontaine, Council President

John V. Bazzano, Council Majority Leader

Jo Winch, Council Assistant Majority Leader

Dr. Robert L. Painter, Council Minority Leader

Veronica Airey – Wilson, Councilwoman

James M. Boucher, Councilman

Kenneth H. Kennedy, Councilman

Elizabeth Horton Sheff, Councilperson

Calixto Torres, Councilman

#### City Treasurer

Kathleen Palm

#### Registrars of Voters

Joseph L. DeLorenzo

Shirley Surgeon

### APPOINTED

#### Chief Operating Officer

Lee C. Erdmann

#### Chief of Staff

Matthew Hennessey

#### Corporation Counsel

John Rose, Jr.

#### Town and City Clerk

Daniel M. Carey

## CITY DIRECTORY

### Officials and Department Heads

#### Assessment

Larry LaBarbera  
Telephone: 543-8540  
Fax: 722-6142

#### Board of Education

Robert Henry, Superintendent  
Telephone: 695-8401  
Fax: 722-8502

#### Chief Auditor

Patrick Campbell  
Telephone: 543-8568  
Fax: 722-6026

#### Chief Operating Officer

Lee C. Erdmann  
Telephone: 543-8520  
Fax: 722-6619

#### City Treasurer

Kathleen Palm  
Telephone: 757-9100  
Fax: 722-6127

#### Constituent Services

Susan McMullen  
Telephone: 543-8500  
Fax: 722-6033

#### Corporation Counsel

John Rose  
Telephone: 543-8575  
Fax: 722-8114

#### Court of Common Council

Hernan LaFontaine – Council President  
John V. Bazzano – Majority Leader  
rJo Winch - Assistant Majority Leader  
Robert L. Painter – Minority Leader  
Veronica Airey-Wilson – Councilperson  
James M. Boucher - Councilperson  
Elizabeth Horton Sheff - Councilperson  
Kenneth H. Kennedy - Councilperson  
Calixto Torres - Councilperson  
Telephone: 543-8510  
Fax: 722-8131

#### Development Services

John Palmieri  
Telephone: 757-9025  
Fax: 722-6444

#### Emergency Services and Telecommunications

Gary Stango  
Telephone: 543-8527  
Fax: 722-6619

#### Finance

Thomas J. Morrison, III  
Telephone: 543-8550  
Fax: 722-6024

#### Fire

Chief Charles A. Teale, Sr.  
Telephone: 722-8200  
Fax: 722-8205

#### Hartford Public Library

Louise Blalock  
Telephone: 695-6280  
Fax: 722-6900

#### Health and Human Services

Ramon A. Rojano  
Telephone: 543-8860  
Fax: 722-6851

#### Housing and Community Development

Bruno Mazzulla  
Telephone: 757-9025  
Fax: 722-6444

#### Licenses & Inspections

Dinesh Patel  
Telephone: 757-9235  
Fax: 722-6374

#### Mayor

Eddie A. Perez  
Telephone: 543-8500  
Fax: 722-6606

#### Metro Hartford Information Services

Michael Vasquez  
Telephone: 757-9495  
Fax: 722-6014

#### Office of Human Relations

Lillian I. Ruiz  
Telephone: 543-8595  
Fax: 722-6486

#### Management & Budget

Lori Wachtelhausen  
Telephone: 757-9550  
Fax: 722-6158

#### Personnel

Santiago Malave  
Telephone: 543-8590  
Fax: 722-8042

#### Planning

Roger O'Brien  
Telephone: 757-9025  
Fax: 722-6444

#### Police

Chief Patrick Harnett  
Telephone: 527-7300 x.5500  
Fax: 722-8270

#### Public Works

Bhupen Patel  
Telephone: 543-8660  
Fax: 722-6215

#### Registrar of Voters

Democratic, Shirley Surgeon  
Republican, Joseph W. Delorenzo  
Telephone: 543-8585  
Fax: 722-6331

#### Town & City Clerk

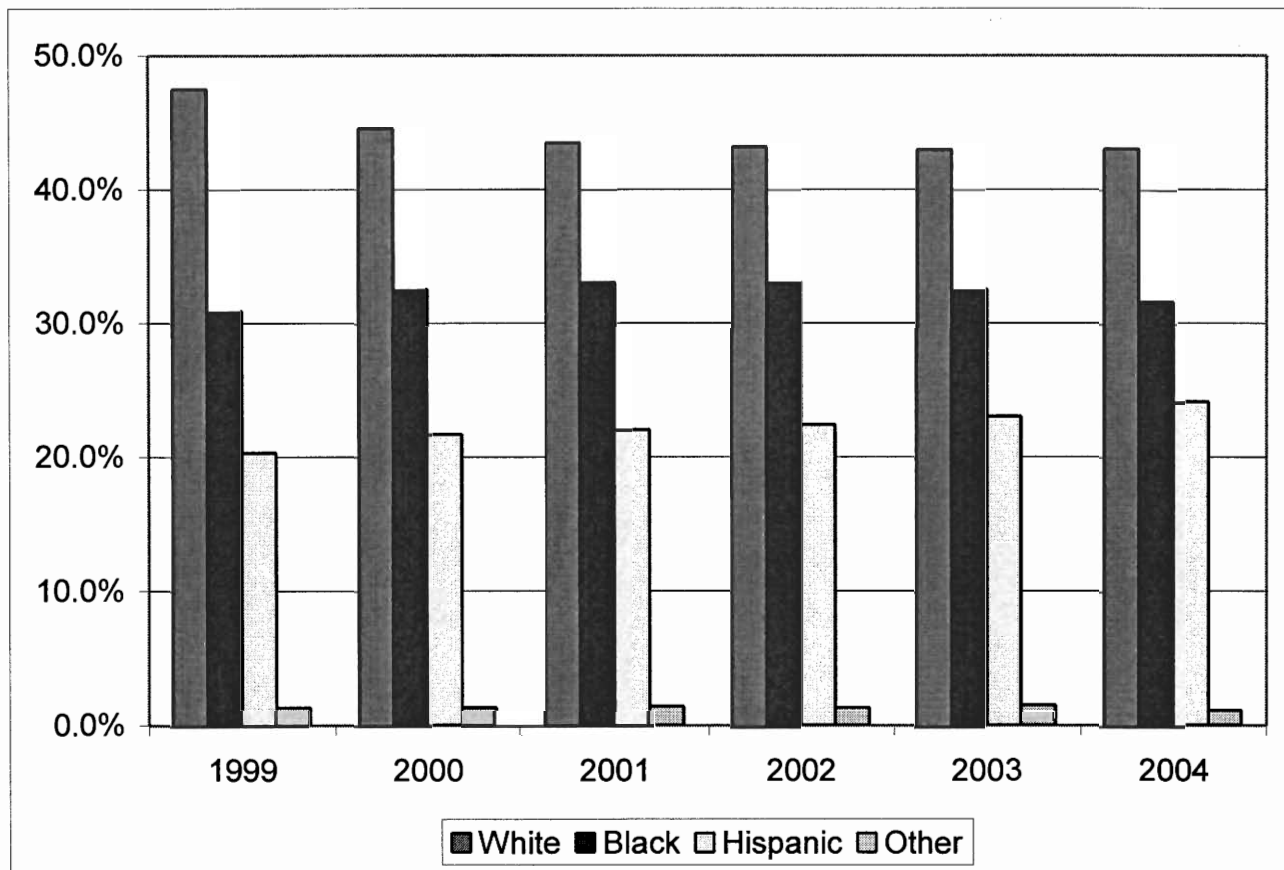
Daniel M. Carey  
Telephone: 543-8580  
Fax: 722-8041

## CITY EMPLOYMENT DEMOGRAPHIC INFORMATION 1999 THROUGH 2004

	1999	2000	2001	2002	2003	2004
White	47.50%	44.50%	43.50%	43.20%	43.00%	43.10%
Black	30.90%	32.50%	33.10%	33.10%	32.50%	31.70%
Hispanic	20.30%	21.70%	22.00%	22.40%	23.00%	24.10%
Other	1.30%	1.30%	1.40%	1.30%	1.50%	1.10%
Total	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%

\*Percentages as of 12/31/2004

Female	29.90%	29.60%	30.30%	30.20%	30.00%	27.60%
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## HARTFORD AT A GLANCE

***<http://www.hartford.gov>***

Hartford, the Capital City of Connecticut, was founded in 1636. The Fundamental Orders, considered the first constitution (hence Connecticut is called the Constitution State) were written to govern Hartford in 1639 and the City of Hartford was incorporated in 1784. The City of Hartford Charter was adopted on May 1, 1947 with a Council-Manager form of government. An ordinance adopting a revision and codification of the City of Hartford Charter became effective upon approval by the Mayor on July 10, 1990. The charter was amended by the voters of the City on November 5, 2002 to provide for the Mayor as the chief executive officer of the City. The executive and administrative powers of the City are vested in the Mayor, except as otherwise provided in the Charter.

Elected officials of the city include the Mayor, Treasurer and nine council members. Terms of office are four years. The nine elected council members comprise the Court of Common Council. No more than six council members may be from the same political party. Council positions that become vacant during the four years are filled by majority vote until the next election. The authority of the Office of the Mayor comes from the City of Hartford Charter, Municipal Code and the State of Connecticut General Statutes. This power includes appointing the Chief Operating Officer, Corporation Counsel, the heads of all departments and all members of all boards, commissions, agencies, authorities and other bodies of the City.

### ***PHYSICAL DESCRIPTION***

<b>Land Area:</b>	18.4 square miles	
<b>Land Use:</b>	Residential	30.0%
	Transportation	20.0%
	Institutional/Government	14.3%
	Vacant Land & Buildings	7.1%
	Commercial, Business and Office	11.0%
	Industrial	4.3%
	Parks, Open Space	13.3%

### ***RACIAL COMPOSITION OF HARTFORD PER 2000 U.S. CENSUS BUREAU STATISTICS***

<u>Race</u>	<u>Number</u>	<u>Percent</u>
HISPANIC	49,260	37.5
BLACK OR AFRICAN AMERICAN	46,264	34.9
WHITE	33,705	25.5
ASIAN	1,971	1.5
AMERICAN INDIAN AND ALASKA NATIVE	659	0.5
NATIVE HAWAIIAN AND OTHER PACIFIC ISLANDER	135	0.1
<b>TOTALS</b>	<b>131,994</b>	<b>100.0%</b>

**ECONOMICS****THE HIGHEST TAXPAYERS IN HARTFORD**

	<u>Real</u>	<u>Personal</u>	<u>2004 Total</u>	<u>% of Grand List</u>	<u>2003 Total</u>	<u>Difference</u>
Hartford Fire Insurance Co.	74,657,660	47,984,500	122,642,160	3.5%	115,717,938	6,924,222
Travelers Indemnity Co.	72,866,640	30,898,920	103,765,560	3.0%	103,584,010	181,550
Connecticut Light & Power	10,444,700	87,282,700	97,727,400	2.8%	89,744,330	7,983,070
Aetna Life Insurance Co.	64,505,420	25,117,430	89,622,850	2.6%	75,594,880	14,027,970
City Place I LTD Partnership	65,100,000	0	65,100,000	1.9%	58,448,110	6,651,890
State House Financial	53,141,970	123,900	53,265,870	1.5%	58,189,240	(4,923,370)
Hartford Steam Boiler	38,850,350	4,900,580	43,750,930	1.3%	54,787,750	(11,036,820)
Bank of Boston, CT	41,073,410	0	41,073,410	1.2%	45,984,720	(4,911,310)
Talcott II Gold, LLC	38,084,760	54,140	38,138,900	1.1%	42,941,920	(4,803,020)
Fleet Bank NA (Fleet Boston Financial)	20,313,300	17,193,670	37,506,970	1.1%	41,337,520	(3,830,550)
<b>TOTALS</b>	<b>479,038,210</b>	<b>213,555,840</b>	<b>692,594,050</b>	<b>20.0%</b>	<b>686,330,418</b>	<b>(6,263,632)</b>

## GLOSSARY

### A

**ACCOUNTING SYSTEM** - The total set of records that are used to record, classify, and report information on the financial status and operation of an entity.

**ADOPTED BUDGET** - The budget for the ensuing fiscal year that has been approved by the Court of Common Council.

**ALLOCATION** - The distribution of available monies, personnel and equipment among various City departments, divisions or centers.

**ANNUAL BUDGET** - An estimate of expenditures for specific purposes during the fiscal year and the proposed means (estimated revenues) for financing those activities.

**APPROPRIATION** - An authorization made by the legislative body of a government that permits officials to incur obligations and to make expenditures of governmental resources.

**ASSESSED VALUE** - A valuation set upon real or personal property by the City Assessor as a basis for levying taxes.

**ATTRITION** - A reduction in the City's Workforce, as a result of resignations, retirements and/or terminations.

**AUDIT** - A study of the City's accounting system to ensure that financial records are accurate and in compliance with all legal requirements for handling of public funds, including state law and City Charter.

### B

**BOND** - A written promise to pay a specified sum of money (principal or face value) at a specified future date (maturity date) along with periodic interest paid at a specified percentage of the principal (interest rate). Bonds are used typically for long-term debt.

**BOND ANTICIPATION NOTES** - Short-term interest bearing notes issued in anticipation of bonds to be issued at a later date.

**BUDGET (OPERATING)** - A plan of financial operation embodying an estimate of proposed expenditures for a given period of time and the proposed means of financing them.

**BUDGET CALENDAR** - The schedule of key dates or milestones that a government follows in the preparation and adoption of the budget.

**BUDGET MESSAGE** - A general discussion of the recommended budget presented to the Court of Common Council in writing by the Mayor as part of the budget document.

### C

**CAPITAL IMPROVEMENT PROGRAM (CIP)** - A plan for capital expenditures to be incurred each year over a five year period setting forth each capital project, the duration of the project and the amount to be expended each year in financing those projects.

**CASH FLOW BUDGET** - A projection of the cash receipts and disbursements anticipated during a given period.

**D**

**DEBT SERVICE** - Actual cost of interest and principal on bond maturities as well as interest costs of bond anticipation notes.

**DEFICIT** - (1) The excess of an entity's liabilities over its assets (2) the excess of expenditures over revenues during a single accounting period.

**DEPARTMENT** - An organizational or budgetary unit established by City Charter or Municipal Code to carry out specified public services.

**DIVISION** - An organizational unit composed of one or more responsibility centers and or activities that perform like tasks within a City department.

**E**

**ENCUMBRANCE** - An obligation in the form of a purchase order, contract or salary commitment that is chargeable to an appropriation, and for which part of an appropriation is reserved.

**ENTERPRISE FUNDS** - A fund established to account for operations that are financed and operated in a manner similar to private business enterprises. The intent is that the full costs of providing the goods or services be financed primarily through charges and fees thus removing the expenses from the tax rate.

**EXPENDITURES** - The amount of money, cash or checks actually paid or obligated for payment from the treasury.

**F**

**FAIR MARKET VALUATION** - The value of a piece of real estate in the open market. Used to determine the assessed value of property for taxing purposes.

**FINANCING PLAN** - The estimate of revenues and their sources that will pay for the service programs outlined in the annual budget.

**FISCAL YEAR** - A twelve-month period for which an organization plans the use of its funds. The City of Hartford fiscal year begins July 1 and ends June 30.

**FULL TIME EQUIVALENT (FTE)** - A measurement based on the number of hours a position is budgeted during the year. For example a 35-hour workweek, one FTE equals 35 hours x 52 weeks or 1,820 hours. The convention used to show one FTE is 1.0, two FTE's 2.0, etcetera. A decimal, e.g. .5 FTE's, represents a position budgeted for a fraction of a year.

**FUND** - A set of interrelated accounts, which record assets and liabilities, related to a specific purpose. Also, a sum of money available for specified purposes.

**FUND BALANCE** - The excess of an entity's assets over its liabilities.

**FUND STRUCTURE** - The City's accounting system is organized and operated on the basis of funds or account groups, each of which is a separate accounting entity. Each fund is accounted for with a set of self-balancing accounts comprised of assets, liabilities, fund equity, revenues and expenditures or expenses, as appropriate. Resources are allocated to the individual funds upon the approval of the Court of Common Council for specific purposes. The funds are grouped into six generic fund types and three broad categories. The two account groups are not funds since they are only concerned with the measurement of results of operations. The types of funds and account groups are as follows:

**GOVERNMENTAL FUND TYPES**

**General Fund** - The General Fund is used to account for the major general operations of the City except those required to be accounted for in a separate fund.



Special Revenue Funds - Special Revenue Funds are used to account for revenues restricted by law for specific purposes such as Education, Health, and Community Development Block Grants.

Debt Service Fund - The Debt Service Fund is used to account for the payment of principal and interest on the City's general long-term debt.

Capital Projects Funds - Capital Projects Funds are used to account for the proceeds of general obligation bonds and other financing resources for the planning, acquisition and construction of improvement of major capital facilities such as new schools and urban renewal projects, except for those accounted for in proprietary fund types.

## PROPRIETARY FUND TYPE

Enterprise Funds - The Enterprise Funds are used to account for the operation of the American Airlines Building, which is financed and operated in a manner similar to private business enterprises where costs are financed or recovered primarily through user charges.

## FIDUCIARY FUND TYPE

Trust and Agency Funds - Trust and Agency Funds are used to account for assets held in a trust capacity for others. These include Expendable Trusts, Non-expendable Trusts, Pension Trusts and Agency Funds.

## G

**GENERAL FUND** - The major municipally owned fund, which is created with City, receipts and which is charged with expenditures payable from such revenues.

**GRAND LIST** - Assessed value of all taxable property in the City.

**GRANT** - A contribution of assets by one governmental unit or other organization to another. Typically, these contributions are made to local governments from the state and federal governments. Grants are usually made for specific purposes.

## I

**INTERFUND TRANSFERS** - Payments from one administrative budget fund to another, which result in the recording of a receipt and an expenditure.

## L

**LEGAL MANDATE** - An action, restriction, prohibition, benefit or right established or required by federal, state or local law.

**LIABILITY** - Debt or other legal obligations arising out of transactions in the past, which must be liquidated, renewed or refunded at some future date.

**LONGEVITY** - Monetary payments to permanent full time employees who have been in the employ of the City for a minimum of six years.

## M

**MODIFIED ACCRUAL** - Basis of accounting for all governmental funds and expendable trust and agency funds under which revenues are recorded when they become measurable and available. Expenditures are recorded when the liability is incurred, except for interest on general long-term obligations, which is recorded when due.

**MILL RATE** - The mill rate is the rate of taxation levied on property subject to taxation under Connecticut General Statutes. One mill is equal to 1/1000 of a dollar. For example, a tax rate of 20 mills is equivalent to \$20.00 per \$1,000 of assessed value.

## **N**

**NON-PERSONAL EXPENSES** - An expenditure group that includes supplies and materials, contractual services, communications and transportation expenses, and other miscellaneous expenses.

## **O**

**ORDINANCE** - A law set forth by a governmental authority; a municipal regulation.

## **P**

**POLICY** - A definite course of action adopted after a review of information and directed at the realization of goals.

**PRIORITY** - A value that ranks goals and objectives in order of importance relative to one another.

**PROCEDURE** - A method used in carrying out a policy or plan of action.

**PROGRAM** - Collections of work-related activities initiated to accomplish a desired end.

**PROPERTY, PLANT & EQUIPMENT** - Durable goods usually valued over \$100 and having a useful life of more than 5 years.

## **R**

**RECOMMENDED BUDGET** - The proposed budget for the ensuing fiscal year, that has been approved by the Mayor and forwarded to the Court of Common Council for their approval.

**RESERVES** - An account used to indicate that portion of fund equity, which is legally restricted for a specific purpose or not available for appropriation and subsequent spending.

**REVENUE** - Additions to the City's financial assets (such as taxes and grants), which do not in themselves, increase the City's liabilities or cancel out a previous expenditure.

## **S**

**SUBMITTED BUDGET** - Departmental estimates of revenue and expenditures for the ensuing fiscal year, submitted to the Chief Operating Officer, which is reviewed and used in formulating the recommended budget.

**SUNDRY EXPENSES** - An expenditure group that includes transfers, debt service, grant cash matches, grant subsidies, employee benefits, insurance payments and legal settlement costs.

**SUPPLEMENTAL APPROPRIATION** - Appropriations made by the City Council to cover expenditures that exceed the adopted appropriation level.

## **T**

**TAXABLE GRAND LIST** - Reflects all property that is not subject to Section 12-81 of the Connecticut General Statutes which exempts from taxation, federal, state, municipal, church and school property if that property is used for the purpose for which the agent is exempted.

**TAX ABATEMENT** - Legal reduction or cancellation of tax obligation.

# ACKNOWLEDGEMENTS

## **FINANCE DEPARTMENT**

**Director of Finance**  
Thomas J. Morrison, III

**Controller**  
Christian Johnson

**Senior Project Manager**  
Juliann Butler

**Financial System Manager**  
Domenic Greco

**The Finance Department  
Accounting Division**

## **OFFICE OF MANAGEMENT AND BUDGET**

**Director of  
Management and Budget**  
Lori Wachtelhausen

**Acting Assistant Director of  
Management and Budget**  
Rick Galarza, Jr.

**Assistant to the  
Chief Operating Officer**  
Donald Shaw, Jr.

**Management Analyst**  
Stan Kenton

**Principal Administrative Analyst**  
Jeff Hallin

**Senior Administrative Analyst**  
Pamela Mabry

**Administrative Assistant**  
Jacqueline Baker

**Graphic Reproduction  
Manager**  
Peter Condon

**Mailroom Supervisor**  
Carmen Plowman

## **MAYOR'S OFFICE**

Barbara Crockett  
Heather Lambert

## **DEVELOPMENT SERVICES**

Olga Kamali

## **ADVISORY & TECHNICAL ASSISTANCE**

Ray Grasso  
Pam McCann